



NH Leadership Team: Members, Roles, Responsibilities Priority and Focus Schools using the Steps to Success Process

The benefits of the *Steps to Success* process come from the conversations across the school community about good educational practice. The vision of excellence that emerges from these conversations will guide teachers' and leaders' actions to foster the highest achievement for all students.

Recommended Members:

All stakeholders committed to the success of the school merit representation on the Leadership Team. Recommended membership includes but is not limited to:

| Member | Responsibilities |
|---|--|
| Principal | (1) Coordinate the comprehensive needs assessment using selected indicators from the set of <i>Steps to Success</i> rapid improvement indicators; (2) represent the perspectives of the stakeholders in the self-assessment and plan development phases; (3) communicate the findings of the team's work to constituents, (4) monitor plan implementation, revising the plan as needed to ensure strong positive outcomes for students. |
| Lead Math Teacher | |
| Lead English language arts/ reading teacher | |
| Special Educator/ Coordinator | |
| Title I Coordinator | |
| Unified Arts Representative | |
| Delegate representing Paraprofessionals | |
| Parent/ Community Representative | |
| | |
| Process Manager (Indistar) | <u>Who?</u> A member of the school improvement team <u>What?</u> (1) Document the team's work in the web-based workspace; (2) Retrieve reports and pertinent documents from the tool for team meetings |
| District Liaison to School Team | <u>Who?</u> Member of the central office/ district staff assigned to support the school team <u>What?</u> Help the school team access district resources for the implementation of improvement initiatives; ensure the coordination of district and school level activities; provide timely and meaningful student performance data to the school team and offer expertise in its analysis |

Additional Support Personnel: Optional support for the Leadership Team is available in the form of coaches, principal mentors, and data coaches. Their roles in the Steps to Success process include:

| Provider | Responsibilities |
|--------------------------------|---|
| Turnaround (Improvement) Coach | <p><u>Who?</u> Individual(s) trained in the Steps to Success process and use of the Indistar tool, contracted by the LEA/ District</p> <p><u>What?</u> Guide and monitor the progress of the school team as they make use of the <i>Steps to Success</i> process to complete the School's work, namely (a) use both outcome and input data to diagnose areas of need; (b) select evidence-based strategies to address their priority needs; (c) establish a plan to achieve the priority goals including plans to gather evidence of the plan's effectiveness</p> |
| Principal Mentor | <p><u>Who?</u> Individuals trained in the NHASP mentorship process</p> <p><u>What?</u> Provides experience and support to assist P&F school principal through personalized leadership training and support for the principal. Works with principal and school to perform 360 self-assessment. Assists with implementation of the NH Effective Leader evaluation system.</p> |
| Data Coach | <p><u>Who?</u> Trained consultants hired through the NH Statewide Longitudinal Data Systems Grant (SLDS)</p> <p><u>What?</u> Provide guidance and training to understand data; access data and use data tools to target instruction using the PerformancePLUS tools and resources.</p> |

To access one of these support providers, contact the appropriate NH DOE Turnaround Office Coordinator:

Priority Schools: Joey Nichol, kathryn.nichol@doe.nh.gov ; 603 271-6087

Focus Schools: Deborah Connell, Deborah.connell@doe.nh.gov ; 603 271-3769

Leadership Team Member Responsibility: Report to Constituents:

Your role as a member of the Priority (or Focus) School Leadership Team includes gathering from your “constituents” -- those whose voice you represent – their vision of excellence for your school as it reflects on their role at the school. Specifically, you will be asked to commit to setting up two way communication with your constituents and reporting their input to the Leadership Team. The outline below gives you an agenda for your BRIEF part of the meeting with the team you represent.

How often?: monthly or bi-monthly, following each Leadership Team (LT) meeting

How long? Hit the highlights of topics addressed at the LT meeting. Keep it simple – aim for no more than 10 mins

How?

1. Share the “Monthly Report” for your LT with your constituents. (Ask your team’s Process Manager to give you a copy or post to your school’s shared space.)
2. With your constituents, discuss the latest data reports examined by the LT. Use some of the questions from the data driven dialogue process with your group:
 - What observations do we make of this data?
 - What inferences can we draw?
 - What actions might we take in light of this new data?

Share the findings of the LT discussion of the new data.

Were any actions decided that impact your group?

3. Gather input to bring to the next Leadership Team meeting. Ask your group:
 - What successes have we experienced in the past month?
 - What challenges are we still struggling to overcome?
4. Jot down some items to be included in the next meeting of your group, any questions or issues to be brought to the LT.